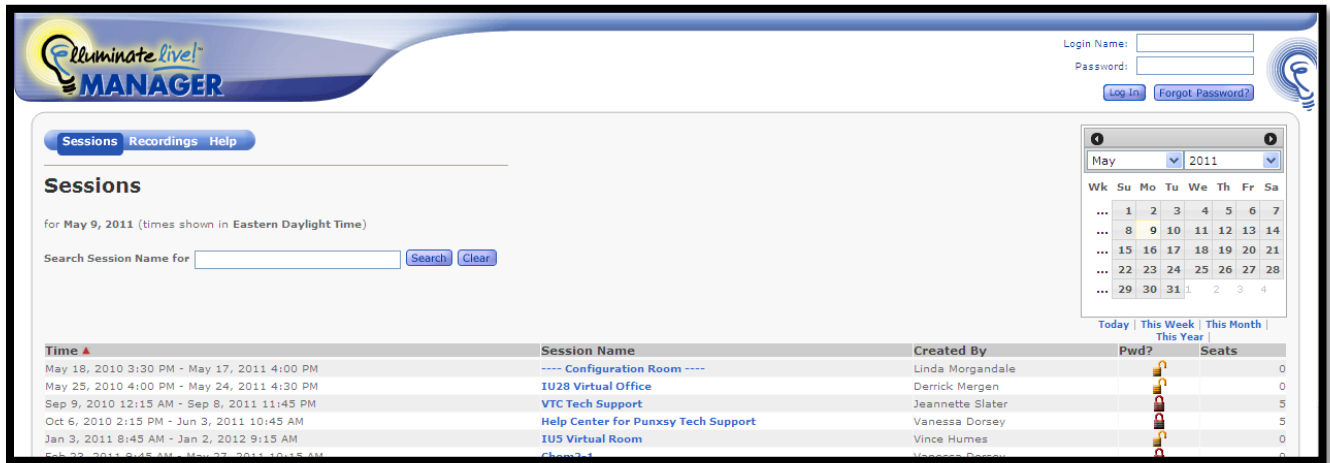


# How to View an Archived (Recorded) Elluminate Session

1. To view one of the recorded afterschool workshops go to <http://illuminate.learninpa.org>  
If you want to view a recorded session from a webinar hosted on another site you will need to know the url of the hosting site. Another commonly used site in PA is <http://vclass.cciu.org> .  
This address will take you into the Sessions page of the site.



2. You want to be on the Recordings page. Click on "Recordings" in the upper left-hand corner of the page.



3. The Recordings page will appear and you are now able to search for the archived session you would like to view. There are two variables to consider when searching for a recording, name and date.

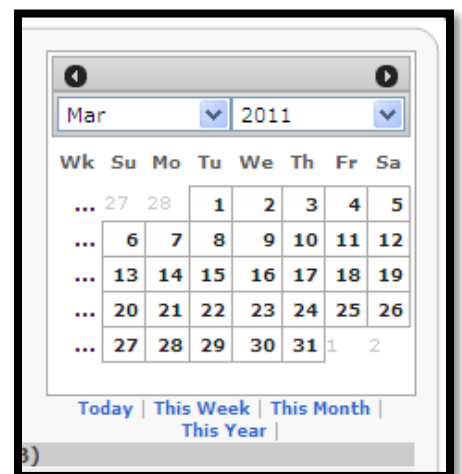
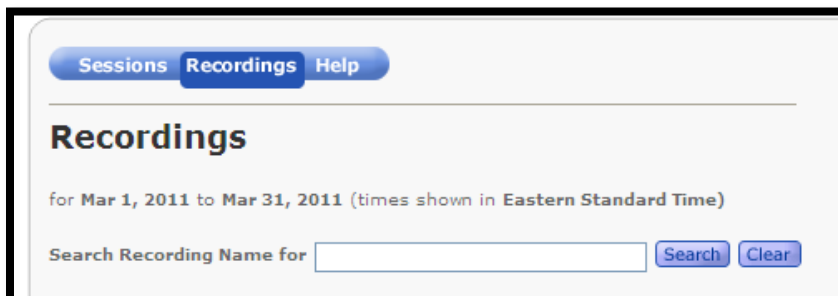
## To search by DATE only

If you know the date the session was originally held use the calendar in the upper right-hand corner of the page to select the date.

You can navigate through the months with the arrows at the top of the calendar and select the day by clicking on the number.

If no specific day is selected the recordings for the entire month will be shown.

Notice in the figure below that the date goes from Mar 1 to Mar 31.



In this example searching by month actually gave 2 pages of results for March 2011 and the course I was looking for was on the second page.

## To Search Using the Session Name

If you know the name of the original session, type it into the search box. Select a date from the calendar. And click on the Search button. **NOTE:** You do not need to know the entire name, partial names will work. For instance to find FASD-VGSD-Web Tools III, I simply typed FASD.

If you do not know the exact date the session was recorded use the links at the bottom of the calendar to select a range for the date.



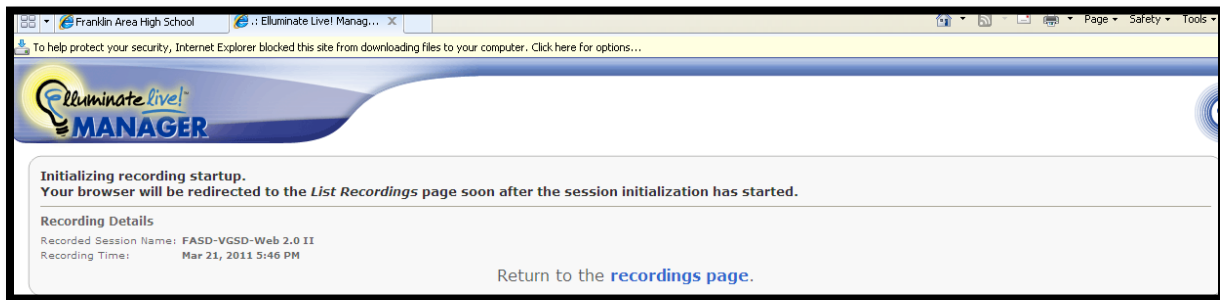
- Once you have located the recording you would like to view click on the Session Name.

A screenshot of the "Recordings" page in the Elluminate Live! Manager. The page has a header "Recordings" and a sub-header "for Mar 21, 2011 (times shown in Eastern Daylight Time)". Below this is a search box labeled "Search Recording Name for" with "Search" and "Clear" buttons. To the right is a calendar for March 2011. Below the search box is a table with three columns: "Time Recorded", "Recording Name", and "Size (MB)". The table contains three rows of data. The third row, "FASD-VGSD-Web 2.0 II", is highlighted. Below the table is a yellow button labeled "Plays FASD-VGSD-Web 2.0 II.". At the bottom of the page is a message: "Please visit the configuration room prior to your first session to test your connection and configure your audio" followed by a URL: "http://elluminate.learninpa.org:80/join\_meeting.html?meetingId=1270505012563". The footer says "Copyright ©2004-2010 Elluminate, Inc. All Rights Reserved."

- This will take you to a page that looks very much like the session log in page, but is used to play recordings. Type in your email address and user name and click the play button.

A screenshot of the "Play Recording" page in the Elluminate Live! Manager. The page has a header "Play Recording" and a sub-header "Note: An (\*) indicates required field". Below this is a section "1 Recording Details" with "Recorded Session Name: FASD-VGSD-Web 2.0 II" and "Recording Time: Mar 21, 2011 5:46 PM". Below this is a section "2 Recording Access" with "Log in as" and two radio buttons: "Elluminate Live! Manager User" and "Guest". Below these are two required fields: "\* Email Address:" and "\* Full Name:". Below these is a section "3 Play Recording" with a message: "Click Play to play the recording. Click Cancel to quit." and two buttons: "Play" and "Cancel". At the bottom of the page is a message: "Please visit the configuration room prior to your first session to test your connection and configure your audio" followed by a URL: "http://elluminate.learninpa.org:80/join\_meeting.html?meetingId=1270505012563".

6. The download page will appear. If the download does not start you may have to click on the page to start it manually. Also, there are times when a message bar appears and you need to click within the bar a select "Download File".



7. From this point it is just like participating in a live session except you cannot enter anything into the chat. And, at the bottom of the page you will see the controls for the recording.

